OFFICE OF THE
OKLAHOMA ATTORNEY GENERAL

UNCLASSIFIED
VACANCY ANNOUNCEMENT

Date Open: Immediately **Date Closed:** February 8, 2013

Title: Assistant Finance Officer-Grants **Salary Range:** Commensurate with experience and qualifications

Location of Work: Oklahoma City, OK

Job Summary: The Oklahoma Office of Attorney General is seeking an Assistant Finance Officer responsible for grant administration as well as fiscal management to include budgeting, accounting, reporting, reconciliation, and all other aspects. Job duties and responsibilities will include (but are not limited to) the following: prepare and submit progress reports, financial status reports, and account reconciliations; prepare and submit grant requests; prepare quarterly grant expenditure reports; maintain grant ledgers, and all other financial requirements for federal grant programs; prepare purchase orders, change orders, and contracts for vendors, as needed; receive, review, and process monthly request for funds from grant recipients; request drawdown of funds from the federal or state granting agency; review and process expense vouchers, invoices, and other fiscal documents for payment; reconcile various financial reports and other data concerning fiscal operations; analyze budget requirements, payroll data, allocation of funds to various accounts or functions; and other duties, as assigned.

Qualifications: A minimum of a Bachelor's degree in accounting, finance, or closely-related field, or an equivalent combination of education and government accounting experience and training is required. Applicants must have grant administration experience, knowledge of accounting principles and must have the ability to prepare financial statements and reports; to review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals. Strong preference will be given to applicants with knowledge and utilization of the PeopleSoft (Oracle) Financial system and state government accounting procedures. Proficiency with Microsoft Excel and Word is required.

The Oklahoma Office of Attorney General is an Equal Employment Opportunity Employer. It is the policy of the Oklahoma Office of Attorney General to not discriminate against or deny equal employment opportunity to any applicant or employee on the grounds of race, sex, color, age, national origin, genetic information, religion, or disability, so long as the disability does not render the person unable to do the work for which employed. All employees of the Oklahoma Office of Attorney General are "at will" employees.

How to apply: Resumes for the position should be sent to **resumes@oag.ok.gov**, and indicate which position the applicant is applying for in the subject line of the e-mail, or you may mail your resume to:

Oklahoma Attorney General
313 NE 21st Street
Oklahoma City, OK 73105